



2021-2022 Financial Aid Student Folder Checklist
FOR FA OFFICE STAFF USE ONLY

Completed by: [ ] S. Carey [ ] D. Crawford [ ] J. Madson [ ] New [ ] Returning FOCUS ID: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Program: \_\_\_\_\_ Today's Date: \_\_\_\_\_

SENT VIA DOCUSIGN [ ] RECEIVED VIA DOCUSIGN [ ] [ ] Authorization to Use Title IV Funds (YTD)

[ ] Student Acknowledgement Form (YTD) [ ] DAAP Signature Page (YTD)

[ ] Statement of Educational Purpose (YTD)

[ ] Student FA Ledger

[ ] Fall 2021 (\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_) [ ] R2T4; w/d \_\_\_\_\_

[ ] Spring 2022 (\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_) [ ] R2T4; w/d \_\_\_\_\_

Student Deferment with supporting funding source documentation

[ ] Fall 2021 (\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_) [ ] Fee Adj.

[ ] Spring 2022 (\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_) [ ] Fee Adj.

[ ] Signed Student Offer Letter

[ ] Fall 2021 (\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_)

SENT VIA DOCUSIGN [ ], RECEIVED VIA DOCUSIGN [ ] (Original)

[ ] Spring 2022 (\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_)

SENT VIA DOCUSIGN [ ], RECEIVED VIA DOCUSIGN [ ] (Original)

[ ] Printed ISIR

[ ] Student Verification Overview: SENT VIA DOCUSIGN [ ] RECEIVED VIA DOCUSIGN [ ]

[ ] Completed Access Verification Form [ ] Completed, signed Verification Packet

[ ] Independent [ ] Dependent [ ] V1 [ ] V4 [ ] V5 [ ] C-Code

[ ] Completed on \_\_\_\_\_ Completed by: \_\_\_\_\_

[ ] FAFT Eligibility: [ ] Student is eligible; [ ] Student is not eligible

Previous FAFT Received: \$ \_\_\_\_\_

Fall 2021 award allocation: \$ \_\_\_\_\_ SENT VIA DOCUSIGN [ ], RECEIVED VIA DOCUSIGN [ ] \$ \_\_\_\_\_ Remaining Balance

Spring 2022 award allocation: \$ \_\_\_\_\_ SENT VIA DOCUSIGN [ ] RECEIVED VIA DOCUSIGN [ ]

Total lifetime awarded: \$ \_\_\_\_\_, as of \_\_\_\_\_; Remining Balance: \$ \_\_\_\_\_

[ ] Estimated Fee Letter(s) [ ] Fall 2021 [ ] Spring 2022

[ ] VA Documents [ ] Waiver Forms [ ] \_\_\_\_\_ [ ] \_\_\_\_\_

Notes: \_\_\_\_\_

FA STAFF TO COMPLETE IN Focus SIS: Review &/or Update all Financial Aid Categories: FINANCIAL AID: [ ] CLASSIFIED: [ ]



# 2021-2022 LTC Financial Aid Student Acknowledgements

Student Printed Name \_\_\_\_\_

Program \_\_\_\_\_

Student ID # \_\_\_\_\_

### Release of Information (optional)

I give Lively Technical College permission to release my financial information to the following person(s) or agencies:

\_\_\_\_\_ (Relationship, if applicable)

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

### Authorization

I certify that to the best of my knowledge, the information contained in the statements below are correct and complete. I agree that any colleges, schools, or agencies indicated have my permission to verify the information listed. I will notify the recipient of this form of any changes in my program, financial, or marital status.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

### 2021-2022 Financial Aid Acknowledgements

*Please Read & Initial, if acceptable*

Initial in each Box Below	
<b>Policies &amp; Procedures</b>	
	<p>I have received the following Financial Aid information as well as an opportunity to ask questions and/or discuss any concerns related to Financial Aid at Lively Technical College. I will comply with all terms, provisions, policies and procedures as outlined:</p> <p>LTC Satisfactory Academic Progress Policy    Federal Supplemental Educational Opportunity Grant (FSEOG)            LTC Verification Policy    Florida Student Assistance Grant (FSAG)            LTC Enrollment Reporting Policy    Financial Aid Fee Trust (FAFT)            Student withdrawal and R2T4    Bright Futures            LTC Offer Letter Procedure    CSDDV            Federal Pell Grant    1098-T Form Information</p>
	I understand that Federal Student Aid Title IV funds will not pay for repeat courses.
	I certify that, as a condition of receiving federal and state grants through Lively Technical College, I will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the time I am a registered student on or off LTC campus.
<b>Payment Period (s)</b>	
	Pell awards are based on payment periods. I authorize Lively Technical College to subtract any of my outstanding tuition, registration, fee deferments, and/or Lively's Bookstore charges from my Pell and/or supplemental grant disbursements. This may include prorated tuition and fees for subsequent

	payment periods. If I refuse this authorization, no Pell deferrals will be issued and I understand I will pay all tuition and fees with alternative methods.
<b>Enrollment</b>	
	I will notify Lively Technical College's Financial Aid Office of any changes to enrollment. I understand this may change my financial aid offer.
	I understand if I am/or withdraw(n) from Lively Technical College after the drop/add period and receive Financial Aid, I will be responsible for fulfilling the <b>full</b> semester financial obligations.
<b>Partnering Agencies</b>	
	I am aware that Lively Technical College will (if applicable) consult with partnering outside agencies pertaining to my financial needs, obligations, and status while enrolled at Lively (includes, but not limited to: Career Source Capital Region, FLPP, Bright Futures, FL Department of Education, Vocational Rehabilitation, Veterans Administration).
<b>Purchasing of Textbooks &amp; Supplies</b>	
	I authorize deduction of books and supply I obtain from the bookstore from my Pell offer. I understand deferments are subject to change and cannot exceed potential offer amounts. Any charges made over my offer amount must be paid in full by the student.
	I understand that I will receive an updated LTC Financial Aid Offer Letter after picking up books/supplies from the LTC Bookstore. This updated offer will be placed in your instructor's mailbox for confidential distribution.
	I also understand these materials are not paid for until Pell disbursements have been made. If I am withdrawn I am responsible for paying for bookstore purchases if the Pell offer does not cover the cost. Lively Technical College does not accept returns to the bookstore.
	I also understand these materials are not paid for until Pell disbursements have been made. If I am withdrawn I am responsible for paying for daycare service if Pell award does not cover the cost.
<b>Delinquent Student Accounts</b>	
	All students are responsible for all fees associated with their education at Lively Technical College. Any fees not covered by Financial Aid, Scholarship Awards or other funding sources due to, but not limited to, a change in eligibility becomes the individual students' financial obligation to Lively Technical College.  Lively Technical College will use a collection agency for delinquent accounts. If a student account is sent to a collection agency, students will be liable for all collection agency fees, attorney fees and other applicable charges necessary for the collection of their debt. Student contact information will be provided to the collection agency and written, verbal and electronic attempts to collect the debit will be made. Additionally, Lively Technical College reserves the right to report to credit bureaus.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## 2021-2022 Identity and Statement of Educational Purpose

The student must appear in person at Lively Technical College to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

### Statement of Educational Purpose

I certify that I \_\_\_\_\_ am the individual signing this Statement of  
*(Print Student's Name)*

Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Lively Technical College for the 2021–2022 school year.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student ID #



Lively  
Technical  
College

# LTC Financial Aid Authorization to Use Title IV Funds

**Please Print**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Student ID # \_\_\_\_\_ Program \_\_\_\_\_

*This section is optional.* Only students wishing to charge expenses other than tuition and required fees must complete this section. Please be aware that NO other charges (books, supplies, etc.) can be charged against your financial aid without a signed authorization.

## STUDENT AUTHORIZATION

- If I am awarded any Federal Aid or other student aid, I authorize Lively Technical College permission to credit my excess aid to my Lively Technical College Student Account for future term charges. Any unused credit balance will be refunded to the student by the end of the last payment period for the current award year.
- If I am awarded any Federal Aid or other student aid, I wish to charge my bookstore charges, AAAE class fees, testing fees, industry certification fees, graduation ceremony fees, student replacement ID, program uniforms/materials, and other non-institutional costs related to school functions to my Lively Technical College student account, prior to the semester Pell disbursement.
- If I am awarded any Federal Aid or other student aid, I authorize Lively Technical College permission to use the current year's funds to pay up to \$200 of any unpaid prior year charges, from my Lively Technical College student account.
- I further understand that should I withdraw from the institution in any term in which I have received any student aid, I agree to abide by the refund and repayment policy governing Federal, State, and other programs laws/rules. Explanation of refund and repayment calculation is available in the Financial Aid Office or at [www.livelytech.com](http://www.livelytech.com).
- This authorization will be effective for the entire period I am enrolled, including multiple academic years, unless cancelled or modified by the student.
- I understand that I may cancel or modify part or all the above authorizations at any time. Cancellations and modifications may be submitted to the LTC Financial Aid Office with a written, signed, and dated statement. Cancellations and modifications are not retroactive, but become effective the day the Financial Aid Office receives notification. Federal Pell Grant eligible students may opt out of the school method for obtaining books and supplies.

## CERTIFICATION:

My signature below indicates that I have read and understand the above authorization statements. I also acknowledge that I may refuse to authorize any individual item in this statement by marking through the respective statement and initialing it.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

LTC Office of Financial Aid • 500 Appleyard Drive, Tallahassee FL 32304 • Office: 850-487-7421 or 7431 • Fax: 850-487-7589

*"The Leon County School District does not discriminate against any person on the basis of sex (including transgender status, gender nonconforming, and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, or genetic information."*



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## 2021-2022 LTC Student Sanctions Signature Page

It is the Lively Technical College policy to discourage all violations of Federal, State or local laws by any member of the school community. In addition to possible prosecution and punishment by civil authorities, a student or employee violating any law may be subject to sanctions imposed by the school.

Students: Sanctions against students include, but are not limited to, disciplinary expulsion, suspension, and/or probation. When appropriate, school sanctions may be entered into permanent records. Parents of dependent students (dual-enrolled) will be notified of pending charges or subsequent decisions.

I am aware that I can review a digital copy of the Drug and Alcohol Abuse Prevention Program (DAAPP) and the Annual Security Report Handbook online at <https://www.livelytech.com/about/drug-alcohol-prevention/>. I understand that if I am a drug or alcohol offender, I will be dismissed from the school immediately. Possession, distribution or use of alcohol or illicit substances will bring immediate expulsion.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Program

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student ID Number

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